

## DC Department of Motor Vehicles (DMV)

### **Position Title / Grade / Salary Range:**

Driver License Examiner (Commercial) CS-0303-09

### **Description of duties:**

- Administers the road test examination to applicants for motor vehicle driver license to assure that applicant meet minimum driving standards and requirements for operation of commercial and non-commercial motor vehicles.
- Renders final decision to the applicants whether they pass, fail, or are not in compliance for the driver's road test.
- Examines a variety of legal documents, explains policies, federal and state laws and regulations, CDL requirement and applications process to applicants

### **Qualifications:**

- High School Diploma or GED;
- Incumbent must process a valid Commercial Driver License;
- Minimum seven(7) years of work related experience; or
- Equivalent combination of education, experience and training.

### **Position Title / Grade / Salary Range:**

Legal Instrument Examiner (DMV), CS-0963-06 (\$38,128- \$50,089)

### **Description of duties:**

Legal Instrument Examiner has the responsibility for processing in person, online and by mail transactions for vehicle registrations, vehicle titling, driver license, identification cards, ticket appeals, ticket hearing requests and vehicle/driver/adjudication information requests

- Legal Instrument Examiner processes a high volume of customer transactions in a fast paced and heavily regulated environment
- Legal Instrument Examiner must deliver service excellence with a high degree of professionalism

### **Qualifications:**

- High School Diploma or GED;
- Four (4) plus years of relevant work experience; Or
- Equivalent combination of education and experience.